DEPARTMENT OF THE TREASURY



WASHINGTON, D.C. 20220

Procurement Instruction Memorandum No. 98-09 Dec 9,1998

MEMORANDUM FOR: BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Annelie M. Kuhn Am Kurm

Acting Director

Office of Procurement

SUBJECT: Individual Contract Action Report (ICAR) Revisions

The Office of Procurement has designed a new performance evaluation model that combines the use of surveys, metrics, and on-site bureau visits to effectively measure and evaluate our bureau procurement operations. The metrics include the gathering of Procurement Administrative Lead Time (PALT) information for all contracting actions that are reported on the Individual Contract Action Report (ICAR).

The ICAR has ken revised to capture PALT information. Previously, Blocks **48C**, **Date** Requisition Received and **48D**, Date Requisition Ready, were optional fields that will now ke mandatory. We have also added Block **48E**, Procurement Complexity, to distinguish PALT for low, medium, and high complexity actions. A copy of the revised ICAR is attached. Also attached are revised pages 15 and **43** to insert in the TPDS User Guide. These documents are also available on the Office of Procurement's Internet Web Page at: http://www.ustreas.gov/procurement/.

The definitions of these terms are listed below. Bureaus should carefully review the definitions and decide how the dates should be determined, based on individual procurement processes in accepting partial acquisition packages, oral identification of requirements, etc.

Block 48C, Date Requisition Received - This block was previously optional and will now be mandatory. The definition is as follows - Report the date that the requisition was received in the procurement office, regardless of whether the requisition is sufficient to proceed with the procurement action.

Block 48D, Date Requisition Ready - This block was previously optional and will now be mandatory. The definition is as follows - Report the date that the requisition is deemed ready for procurement action. "Ready" means that funds have been certified and all necessary documentation is received from the program office, such as an adequate Statement of Work, Justification for Other Than Full and Open Competition, etc.

Block 48E, Procurement Complexity - This is a new block that has been added to the ICAR form. Classify each procurement action as low, moderate, or high complexity. The following factors are not all-inclusive, but present a general overview of the elements that should be considered in determining procurement complexity. Contracting Officers' discretion and careful analysis, resulting in an informed selection of low, moderate, or high, are required. Please note that the 281 Report typically contains low complexity actions.

- Estimated dollar value
- Complex technical requirements, i.e., new state-of-the-art, research & development, etc.
- Commercial off-the-shelf supply or service
- First-time buy with no procurement history
- Repetitive buy
- Familiarity with market conditions
- Large project magnitude requiring extensive coordination/management
- Unique inspection/testing standards
- Complex licensing or data rights issues
- Competitive acquisition
- Sole source or limited known sources
- Negotiations required
- Negotiations not required or not anticipated
- Audit requirements
- Unusual contract terms and conditions
- Formal source selection procedures
- Award is based primarily on price
- Simplified acquisition procedures are used
- Delivery order against a contract where all terms and conditions are already established
- Administrative or simple modifications

All contracting personnel should begin inputting these new data fields on ICARs commencing January 11, 1999. Any questions may be addressed to Terri Toplisek at (202) 622-1241, e-mail terri.toplisek@treas.sprint.com or Lou Masciocchi at (202) 622-6585 e-mail louis.masciocchi@treas.sprint.com.

Attachments

cc: TPDS Coordinators

Department of the Treasury Individual Contract Action Report (ICAR) For Treasury Actions

Note: For modifications or delivery/task orders, only shaded fields need be completed if an action for this contract has previously been reported to TPDS. Write or type all zeroes as \emptyset . For Federal Schedule Actions, complete fields 2 through 18, 22, 29, 35, 49a, 49b, 49c, 49d, 49e and 50. Field 29 must equal A for Federal Schedule Actions.

Reporting Agency 2. Contract Number (FIPS 95) (No embedded space)	es or special characters)	3. Modification Number
4. Contracting Office Order Number	5. Contracting Officer C	-d- C Astin Date
(No embedded spaces or special characters)	5. Contracting Officer Co	ode 6. Action Date CY Mo. Day
A. Original B. Deleting C. Correcting A. In B. C. M. In	Definitive Action Superceding Letter Contract New Definitive Contract Purchase Using Simplified Acquisitions Order under single award Indef. Del. Contract Order under BOA	G. Order/Modification under Federal Schedule H. Modification (report B for mods definitizing a letter contract) J. Termination for Default K. Termination for Convenience L. Order under Multiple Award Contract M. New Indefinite Delivery Contract (IDC) Y. New BOA Z. Reserved
10. Dollars Obligated or Deobligated this Action (Whole \$ only. If deob, precede with minus sign) \$\$	11. Type of Obligation	b. Appropriation A. Appropriated B. Nonappropriated
12. Principal Product or Service Code (From 12/93 PSC Manual)	Principal Standard Industrial Classification (SIC) Code (From OMB SIC Manual)	14. a. Commercial Item Acquisition Y - Yes N - No
15. Contractor Name (Space between words If 8(a), use firm name in	pot SDA). If classified write "classified."	Classified Y – Yes N - No
(Space between words. If 8(a), use firm name, n	lot SBA). If classified, write classified.	
Street Address or Box Number (If classified, use	burgan addracs)	
b		
City (If classified, use bureau address) c.		State Zip Code d. e
16. Contractor Identification Number (Cannot begin 9 (If classified, use 144Ø91451, if UNICOR, use 6	,	(FIPS 10-3) or International Organization Y - Yes N - No
19. Tariff or Regulated Leave blank if not Tariff or Regulated ("N" if 25 = D) Y - Yes N - No	Multi-Year Contract 21. Reserved Y - Yes N - No	22. Country of Manufacture (FIPS 10-3. Cannot = 00. Must be alpha)
23. Synopsis of Procurement Prior to Award A. Synopsized prior to award B. Not Synopsized due to urgency C. Not synopsized for other reason	24. Type of Contract or Modification A. Fixed-Price Redetermination J. Fixed-Price K. Fixed-Price with Economic Price Add L. Fixed-Price Incentive R. Cost-Plus-Award-Fee	S. Cost-No Fee Z. Labor Hour T. Cost Sharing U. Cost-Plus-Fixed-Fee V. Cost-Plus-Incentive Fee Y. Time and Materials
25. CICA Applicability A. CICA Applicable (Includes 8(a)) B. Purchase Using Simplified Acquisition Pr C. Mint Special CICA-Exempt Program D. Pre-CICA E. Commercial Item Requisition under Test I	A. Full and Open Compet B. Full and Open Compet C. Full and Open Compet D. Architect – Engineer	ition - Competitive Proposal G. Alternate Sources

27. Authority for Other than Full and Open Competitio				
(Complete Only if Item 26 = L, Authority must cor A. Unique Source (29 = D)	respond to approved JOFOC) F. Standardization	I International Agreement		
B. Follow-On Contract	G. Only One Source (29 = D)	L. International Agreement M. Authorized by Statute (e.g. 8 (a) – 29 =B)		
C. Unsolicited Research Proposal	H. Urgency	N. Reserved		
D. Patent/Data Rights	J. Mobilization, Essential R&D Capability, or Expert Service	P. National Security		
E. Utilities $(29 = B)$	K. Reserved	Q. Public Interest		
28. Number of Offers Received	29. Extent Competed			
(Complete Only if Item $25 = A$)	A. Competed Actions			
A. 1 D. 11 - 15 G. over 50	B. Not Available for Competition (e.g	g. 8 (a))		
B. 2-5 E. 16 - 20	C. Follow-on to Competed Action			
C. 6 – 10 F. 21 - 50	D. Not Competed			
30. Type of Business		31. Woman-Owned Small Business		
A. Small Disadvantaged Business	H. State/Local – Educational	Y – Yes		
B. Other Small Business	J. State/Local/Gov't – Hospital	N - No		
C. Large Business D. JWOD Nonprofit Agency	K. Other State/Local Government			
E. Nonprofit Educational Institution	L. Foreign ContractorM. Domestic Contractor Performing Outside U.S.			
F. Nonprofit Hospital	P. FIRREA WOLB (OCC and OTS Only)			
G. Other Nonprofit Organization	O. Large Minority			
	U. Historically Black College/University or Minority Institu	tion (HBCU/MI)		
32. Preference Program	33. Subcontracting Plan 34.	Subject to Labor Statutes		
A. Directed to JWOD Nonprofit Agency	(Equals A if overall contract estimated value	A. Walsh-Healy Act		
B. 8(a) Contract Award (26 = L)	is over \$500K or \$1M if construction)	B. Reserved		
C. Reserved		C. Service Contract Act		
D. Small Business Set-Asides	A. Required B. Not Required (e.g. small business)	D. Davis-Bacon Act (construction) E. Not subject to Walsh-Healy, Service		
E. Reserved F. Reserved	b. Not Required (e.g. sman business)	Contract or Davis-Bacon Acts		
G. Reserved		Contract of Buvis Bucon ricks		
H. No Preference Program or Not Listed				
J. Reserved				
35. Completion Date This Action 36. Cont	ractor's TIN 37. Common Parent's Name	(If applicable)		
55. Completion Bate This Action 50. Com	Tactor 3 Tiv 37. Common Tatort 3 Tumber			
CY Mo. Day (If clas	sified, use 999999998)			
38. Common Parent's TIN (If applicable) 39. F	Reserved for FPDS 40. Reserved for FPDS 41.	Reserved for FPDS		
sor common ration of the (in approach)	13. 1650. 164 13. 1125			
42 Demonstration Test Ducaron (Not applicable) 42	Emanaina Small Dysinass (Not applicable) 44 Emanaina Small	all Dusiness December Arriand (Not applicable)		
42. Demonstration Test Program (Not applicable) 43. Y – Yes	Emerging Small Business (Not applicable) 44. Emerging Small Y – Yes Y – Y – Y – Y – Y – Y – Y – Y – Y – Y			
N - No	N - No N -			
	_			
45. Size of Small Business	Aviamo de Ammyol Choos Dovomyo	46. Reserved for FPDS		
Number of Employees or A. 50 or less E. 501 – 750	Average Annual Gross Revenue M. \$1,000,000 or less S. \$5,000,001 – 10,000,000	40. Reserved for FPDS		
A. 50 of less E. 501 – 750 M. \$1,000,000 of less S. \$5,000,001 – 10,000,000 B. 51 – 100 F. 751 – 1,000 N. \$1,000,000 – 2,000,000 T. \$10,000,001 – 17,000,000				
C. 101 – 250 G. over 1,000 P. \$2,000,001 – 3,500,000 Z. over \$17,000				
D. 251 – 500	R. \$3,500,001 – 5,000,000			
47. Optional Reported Data Elements (Leave Blank)	48. a. Value of Contract if all funds for all options and all of	delivery or tack orders were placed (Whole & only)		
47. Optional Reported Data Elements (Ecave Blank)	40. a. Value of Contract II all funds for all options and all o	The second of th		
	\$, , ,			
_				
b. Estimated Completion Date, Including All Option Ye	ars c. Date Requisition Received (mandatory)	d. Date Requisition Ready (mandatory)		
b. Estimated Completion Date, including Air Option Te	ars C. Date Requisition Received (mandatory)	u. Date Requisition Ready (manuatory)		
CY Mo. Day	CY Mo. Day	CY Mo. Day		
	e. Procurement C	Complexity (mandatory) 1. High		
	e. Floculement	Medium		
		3. Low		
49. Contracting Officer or Representative				
a. Name	b. Signature			
·	5. Signature			
a Talanhana Number	CY Mo. Day e. Co	ntroat Spacialist's Initials		
c. Telephone Number	CY Mo. Day e. Co	entract Specialist's Initials		
50.				
D. 10.1				
Branch Code				

U.S. TREASURY PROCUREMENT DATA SYSTEM

30A. TYPE BUSINESS: O 30B. BUSINESS STRUCTURE: O

31. WOMAN OWNED:**O**

32. PREFERENCE PROGRAM:**O**

33. SUBCONTRACTING PLAN: **O** 34. SUBJECT LABOR STATUTES:**O**

35. EST COMP YR: **OO** MO: **OO** DA:**OO** 36. CONTRACTOR TIN:**OOOOOOOO**

37. COMMON PARENT'S NAME:00000000

38. COMMON PARENT'S TIN: **00000000**

48A. VALUE OF CONTRACT:**000000000**

48B. EST COMP DATE WITH OPTIONS: YR: **OO** MO: **OO** DA:**OO**

48C. DATE REQUISITION REC: YR: **OO** MO: **OO** DA: **OO**

48D. DATE REQUISITION READY: YR: **OO** MO: **OO** DA: **OO**

48E. PROCUREMENT COMPLEXITY: **O** (1-high, 2-medium, 3-low)

49C. TELEPHONE:**000000000**

49D. DATE SUBMITTED: YR: **OO** MO: **OO** DA: **OO**

49E. CONTRACT SPEC INITIALS:**OOO**

50. BRANCH:**OOO**

ENTER 'Q' IF YOU WANT TO CANCEL UPDATE **O**

HIT ENTER TO TRANSMIT AND EDIT

Figure 4-4

Figure 4-4 shows the third (and last) screen of the ICAR entry format.

If you selected 'Q' to exit, the following message will be displayed:

CONTRACT NOT UPDATED, PROCEDURE ENDED

*** M204.0608: FILE CLOSED: SAMTB

*** M204.0608: FILE CLOSED: PUB55

If you pressed ENTER to save the update, you will see this message:

UPDATE COMPLETE

*** M204.0608: FILE CLOSED: SAMTB

*** M204.0608: FILE CLOSED: PUB55

EXTENT COMPETED (KEY, FRV, FV)	1	ITEM 29.
TYPE BUSINESS (KEY, FRV, FV)	1	ITEM 30.
WOMAN OWNED (KEY)	1	ITEM 31.
PREF PGM (KEY)	1	ITEM 32.
SUBCONTRACT PLN (KEY)	1	ITEM 33.
STATUTORY REQ (KEY, FRV, FV)	1	ITEM 34.
EST COMP YR (NR)	2	ITEM 35.
EST COMP MO (NR)	2	
EST COMP DA (NR)	2	
CONTRACTOR TIN	9	ITEM 36.
COM PARENT	30	ITEM 37.
COM PARENT TIN	9	ITEM 38
ANT DOLLARS	11	ITEM 48A.
OPT COMP YR (NR)	2	ITEM 48B.
OPT COMP MO (NR)	2	
OPT COMP DA (NR)	2	
RECEIVED YR (NR)	2	ITEM 48C.
RECEIVED MO (NR)	2	
RECEIVED DA (NR)	2	ITEM 48D.
READY YR (NR)	2	
READY MO (NR)	2	
READY DA (NR)	2	
COMPLEXITY	1	ITEM 48E.
CONTRACT SPEC	25	ITEM 49A.
PHONE	10	ITEM 49C.
SUB YR (NR)	2	
SUB MO (NR)	2	
SUB DA (NR)	2	
SPEC CODE (KEY, FRV, FV)	3	ITEM 49E.
BRANCH (KEY, FRV, FV)	3	ITEM 50.
ACCT (KEY)	6	
AWARD QTR (KEY)	1	
AWARD FY (KEY)	2	
FPDS SUB CODE (KEY)	1	
ORIG ENTRY DATE	6	
LAST CHG DATE	6	